

Safeguarding Policy

If you have concerns about a child or vulnerable adult it is your duty to report these to the Green Squirrel Designated Safeguarding Person (DSP) as soon as possible. It is not your role to decide whether the child is being abused, at risk, or in need of support, you just need to pass on your concerns.

If you feel a child or vulnerable adult is in immediate danger you should call 999. Otherwise you should pass on your concerns within 24 hours. Our Designated Safeguarding Lead (DSL) is:

Hannah Garcia

hannah@greensquirrel.co.uk

07542 074303

If Hannah is not available (for example on holiday) please contact

Rebecca Clark	Kate Oprava
becca@greensquirrel.co.uk	oprava@gmail.com
07800 870095	

INTRODUCTION

Green Squirrel works with children, young people and vulnerable adults in various settings. We may occasionally visit schools and community groups to deliver our workshops and we also organise public events that children and families attend.

We recognise that:

- the welfare of the child/young person/ vulnerable adult is paramount.
- all children, young people and vulnerable people regardless of age, disability, sex, racial heritage, religious belief, sexual orientation or gender reassignment, have the right to equal protection from all types of harm or abuse.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy is:

- to confirm our commitment to rigorous safeguarding;

- to outline how we will provide protection for the children, young people and vulnerable adults who participate in our activities and events.
- to provide staff and volunteers with guidance on procedures they should follow in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in Wales. A summary of the key legislation is available from nspcc.org.uk/learning.

OUR POLICY

We seek to safeguard children, young people and vulnerable adults by:

- Having a named Designated Safeguarding Lead (DSL) who has completed appropriate training. Our current DSL is Hannah Garcia.
- ensuring the welfare and safety of children, young people and vulnerable adults is paramount in all our activities.
- taking all reasonable steps to protect service users from harm, discrimination, and degrading treatment.
- valuing children and listening to children, young people and vulnerable adults and respecting them.
- Designing activities to ensure that a member of staff or volunteer is never alone with a child or vulnerable adult.
- ensuring that when necessary that any subcontractors or freelancers provide us with evidence that they are qualified to work with children and vulnerable adults and perform Disclosure and Barring Service checks if appropriate to do so.
- similarly, when recruiting staff and volunteers safely, ensuring all necessary checks are made. requesting that in schools, community spaces and family homes that the Green Squirrel member of staff is always supported by at least one adult member of staff or relation to the children. Where possible two members of Green Squirrel staff will be present.
- ensuring that any photography of children has been authorised by a parent or appropriate relation. No inappropriate photos of children or vulnerable people are taken, for example of children changing. Photos are only used to promote Green Squirrel activities on our own website and social media. No personal details will accompany photos. Parents can request photos to be removed from the website at any time. Photos of Green Squirrel participants are uploaded to our secure storage (Google Drive) and not stored on staff phones.
- providing staff and volunteers with clear guidance on how to share any concerns; this can be found in our [Safeguarding Reporting Procedure](#)
- sharing information about child protection and safe working practice with children, parents, staff and volunteers.
- sharing information about concerns with agencies who need to know, and involving parents and children and vulnerable adults appropriately.
- providing effective management and support for staff and volunteers through supervision, support and training.

- Making this policy and any supporting documents part of staff and volunteer induction. Making it easily available for staff to access, and requiring all team members to refresh their knowledge of it annually.

Green Squirrel will review this policy annually in line with NSPCC guidance or sooner in light of any changes in legislation or guidance. The contact number for the NSPCC helpline is 0808 800 5000.

Last review	August 2025
Next review due	August 2026

Appendix A: Practitioner groups relevant to our team

Who	Group	Memorable principles	Safeguarding standards
DSL	Group B	<p>I am a key part of the safeguarding process</p> <p>I know when, how and who to report to</p> <p>I will make sure the individual's voice is heard</p>	Can be found here
GS core team	Group A	<p>I know what the term safeguarding means</p> <p>I know what to look out for</p> <p>I know who to report to</p>	Can be found here
Freelancers	Group A		
Volunteers	Group A		
Directors	Group A		

